



# Signing in DocuSign using the ZealiD app

Still don't have the ZealiD app?  
Get your ZealiD app:

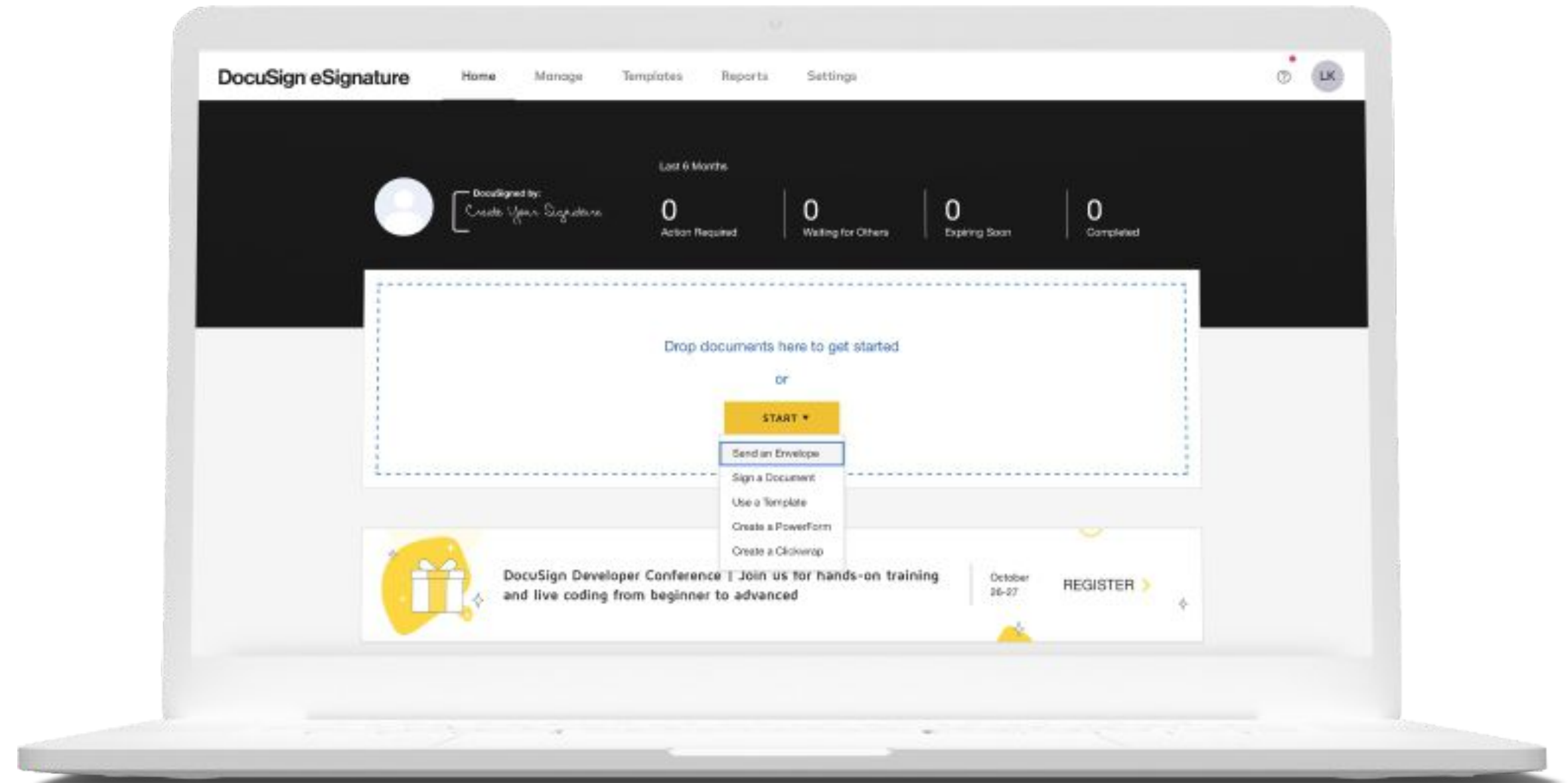


# 01



## How to send a document for signing in DocuSign?

Go to your DocuSign account, click on **Start** and select **Send** an Envelope.

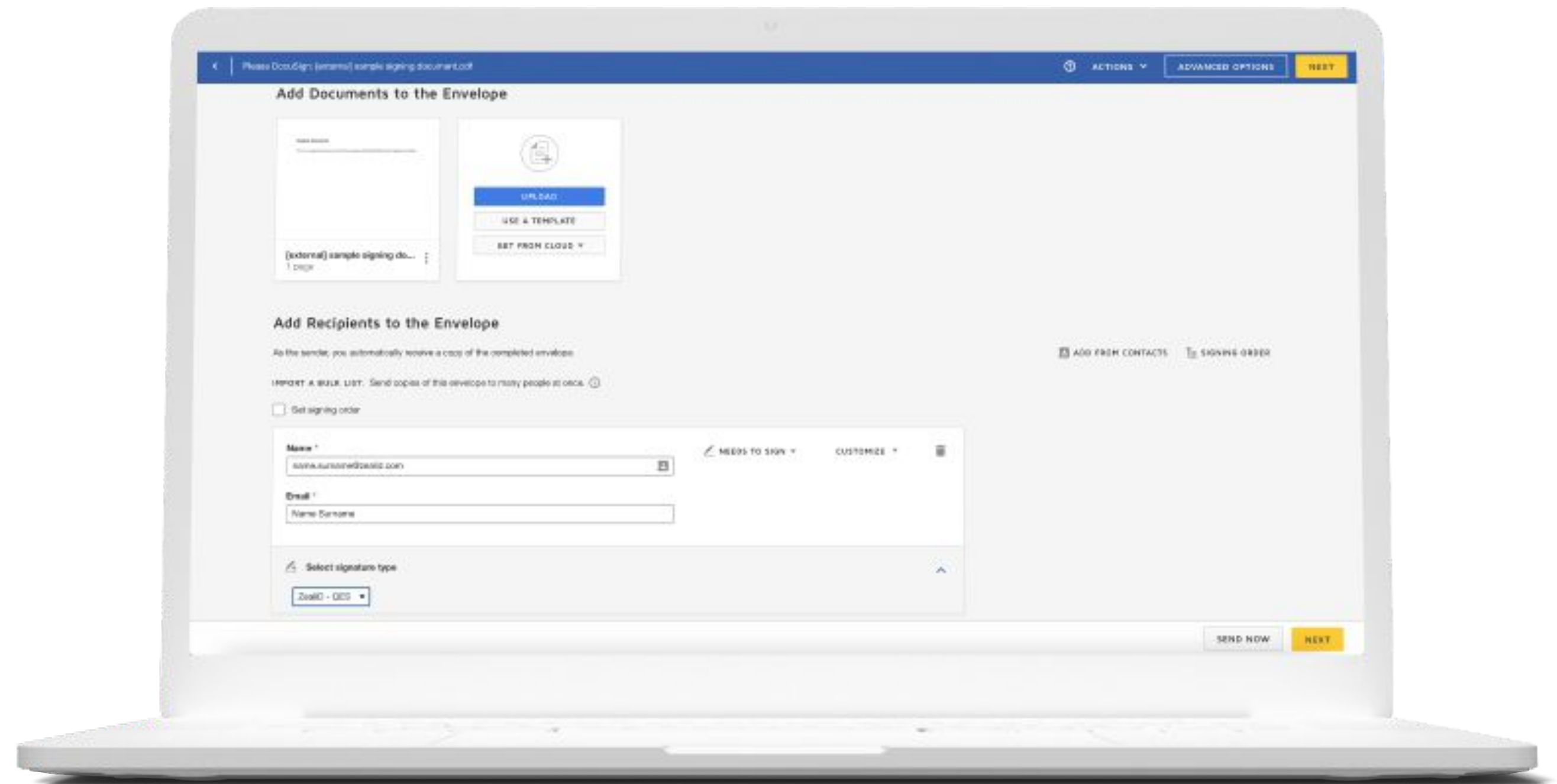


# 02



Upload a document  
for signing.

From a drop down  
menu choose  
**ZealiD QES**



# 03



Specify the recipient, its email address, and what action needs to be taken. If more than one recipient is required, click Add recipient to add more.

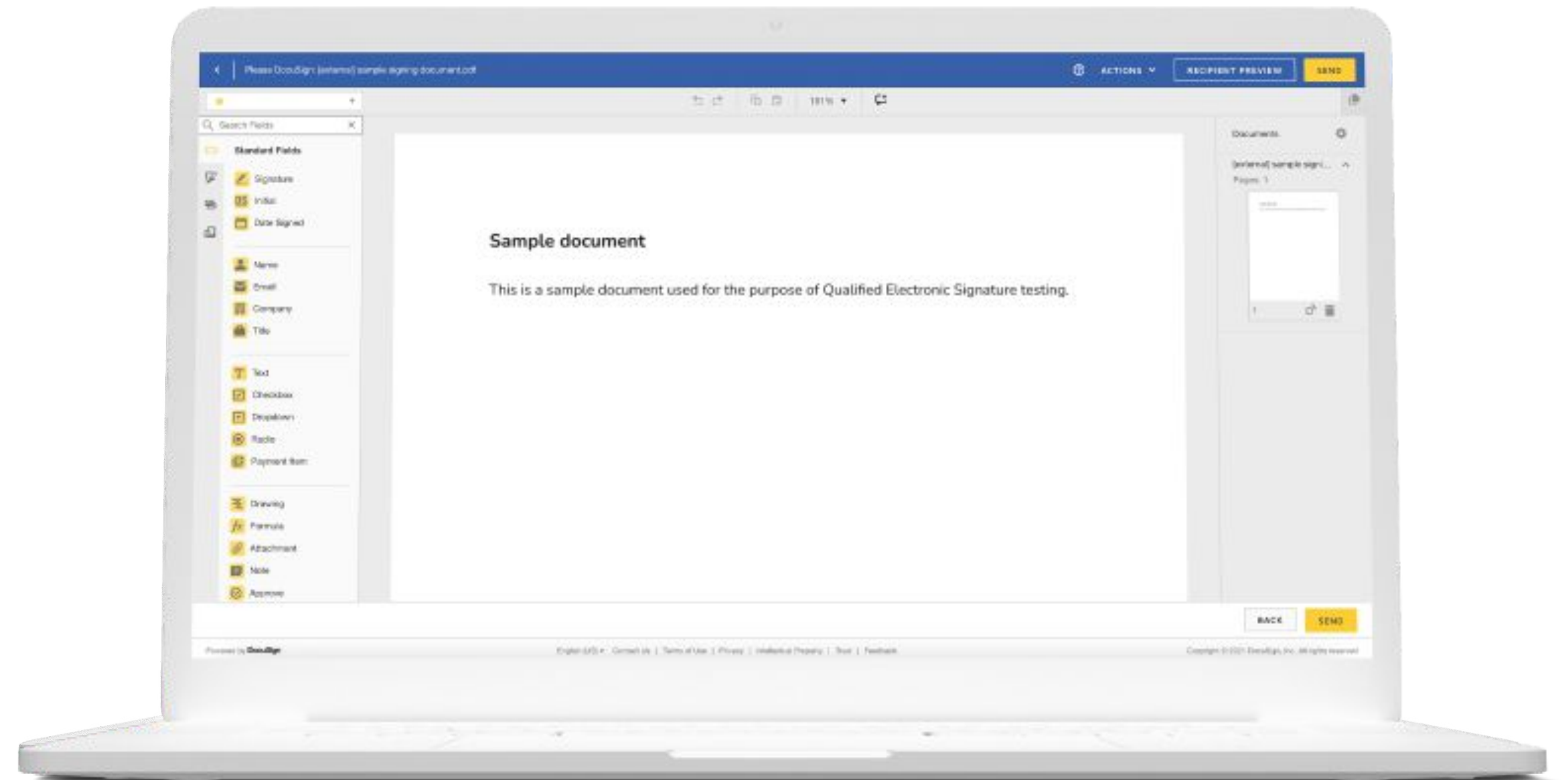
Leave a message to all recipients (if applicable) and click on Next to continue.

The screenshot shows a web application interface on a laptop screen. The interface is titled "Upload a Document and Add Envelope Recipients" in the top blue header bar. On the right side of the header, there are links for "ACTIONS", "ADVANCED OPTIONS", and a yellow "NEXT" button. The main content area includes a checkbox for "Set signing order". Below this, there is a form for adding a recipient with fields for "Name" and "Email", and a dropdown menu for "DS Electronic". To the right of these fields are links for "NEEDS TO SIGN", "CUSTOMIZE", and a trash icon. Below the form is a button labeled "ADD RECIPIENT". Further down, there is a section titled "Message to All Recipients" with a checkbox for "Custom email and language for each recipient". Below this is a text input field for "Email Subject" with the placeholder text "Please Don't Sign" and a character count "(Characters remaining: 100)". Below that is another text input field for "Email Message" with the placeholder text "Enter Message" and a character count "(Characters remaining: 1000)". At the bottom right of the interface, there are two buttons: "SEND NOW" and a yellow "NEXT" button.

# 04



Select a signing field from the list provided. After the signing field is selected, click Send.



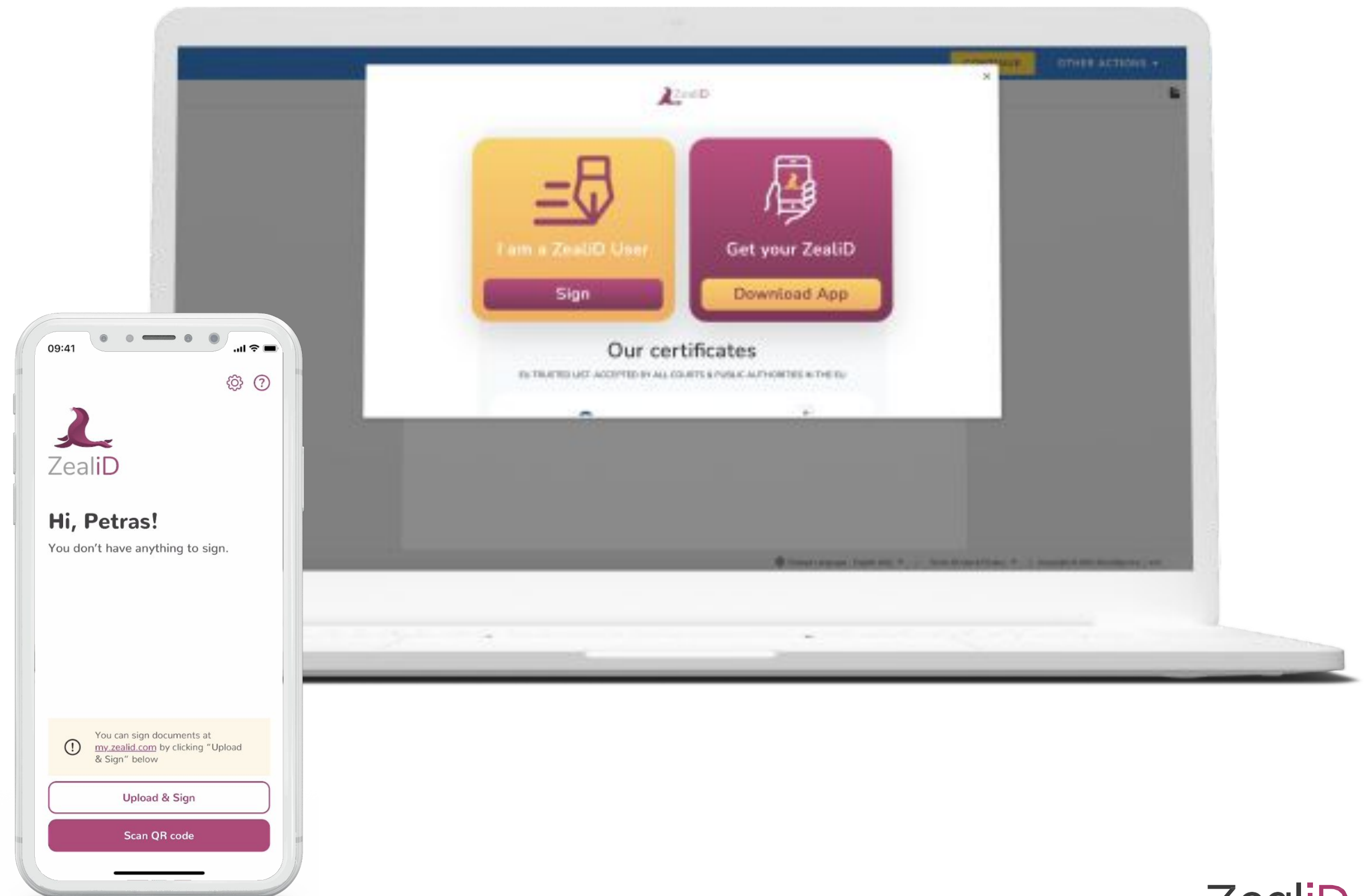
# 05



Before sending the document, sign it with ZealiD's Qualified Electronic Signature.

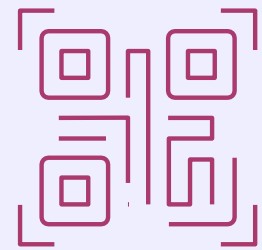
If you already use the ZealiD app, click Sign.

If you are new to the app, get your ZealiD app in Google Play or App Store.

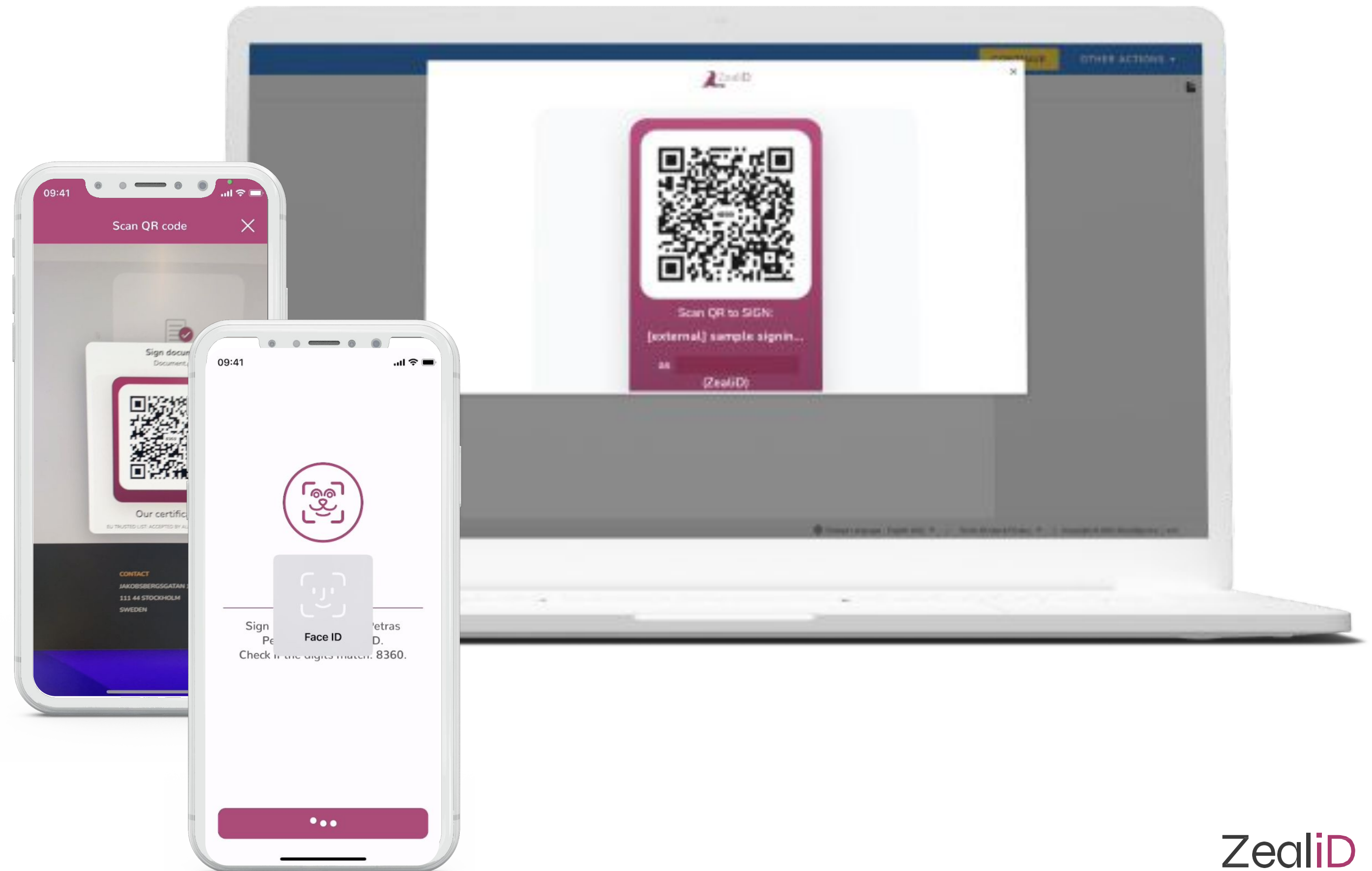




# 06



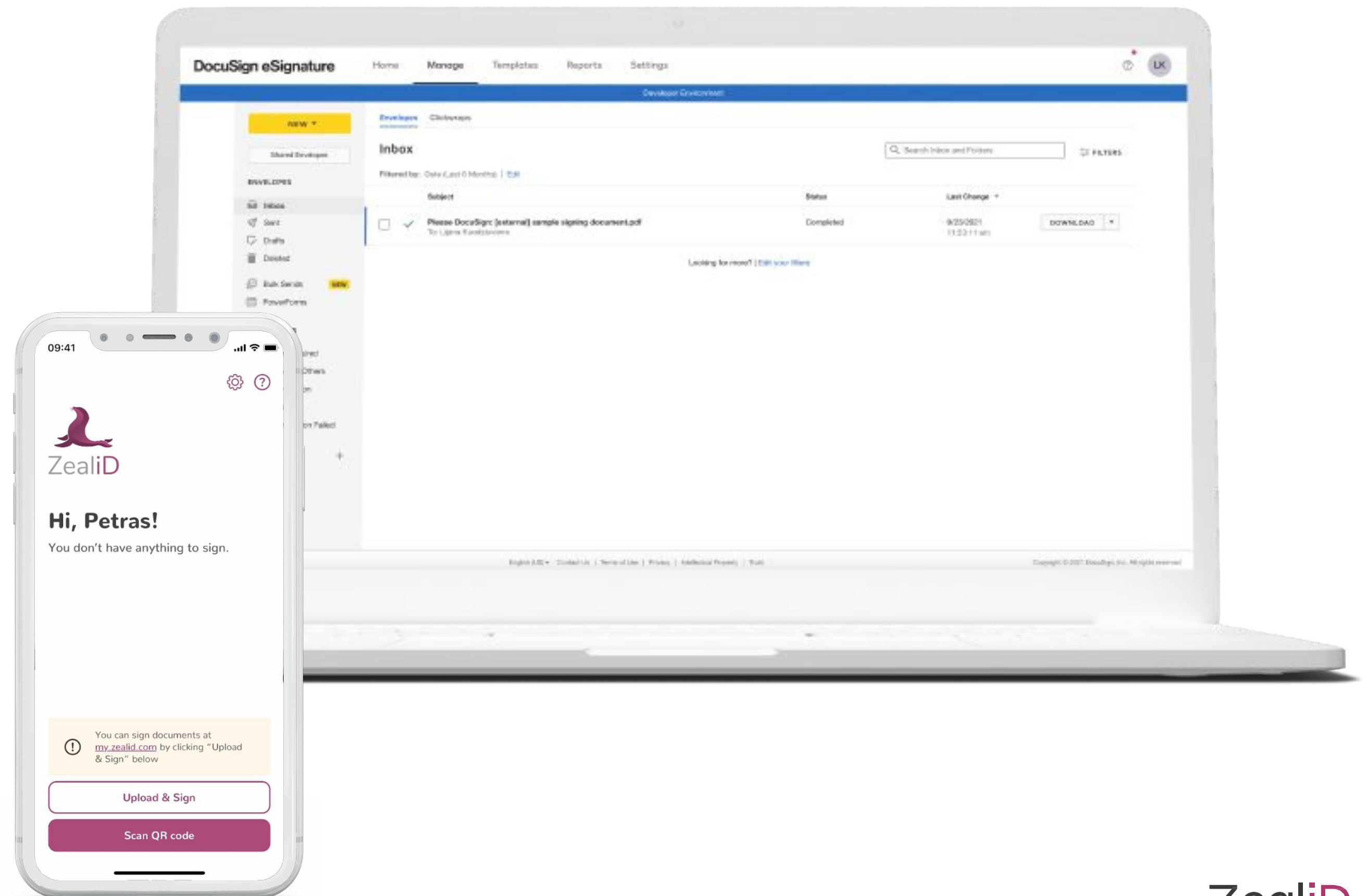
After you click Sign, you will see a QR Code. Scan a QR Code with the ZealiD app and complete signing.



# 07



Now the document is signed, and you can download it by clicking Download.



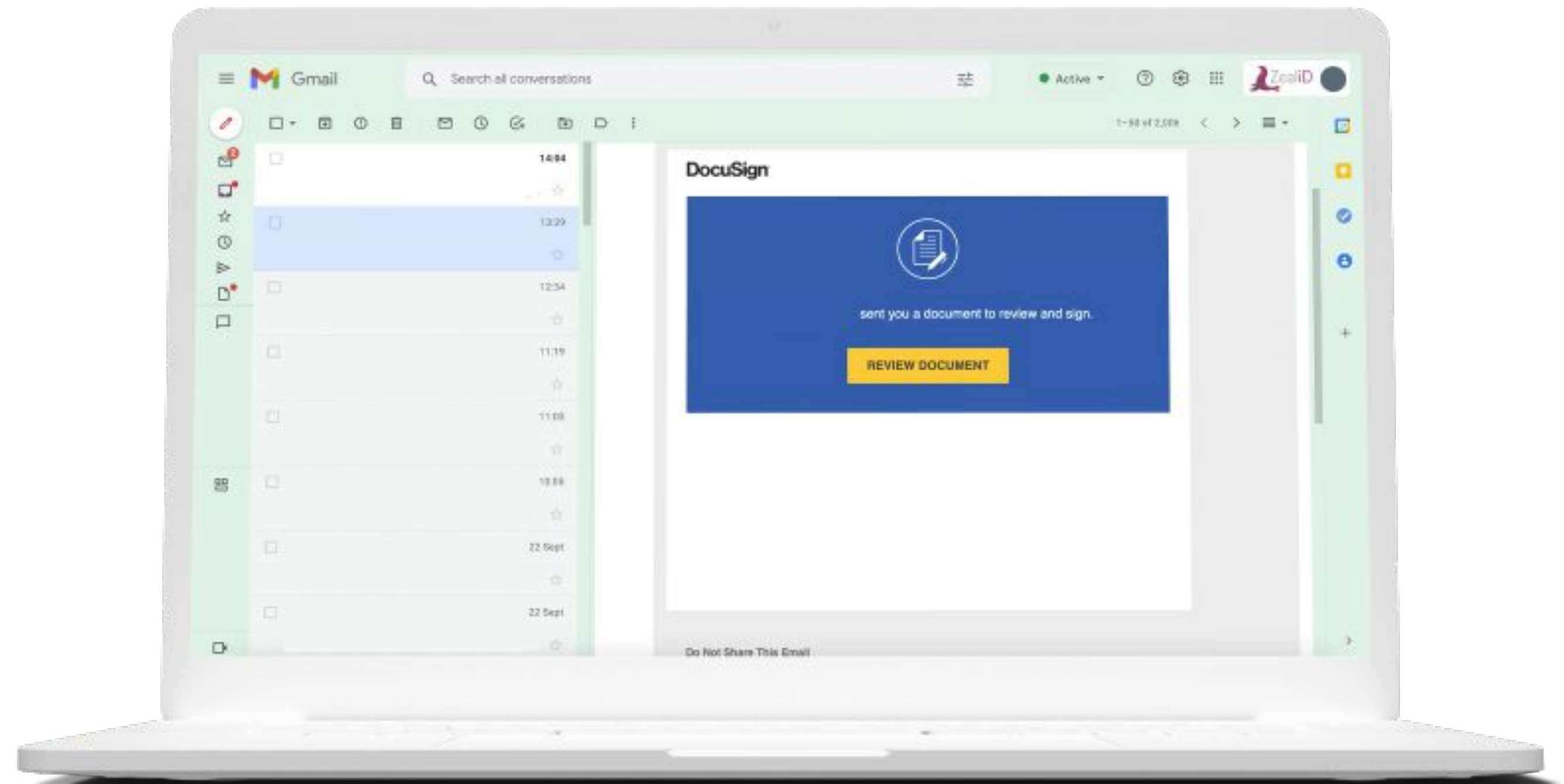


# 08



## How to sign a received document in DocuSign?

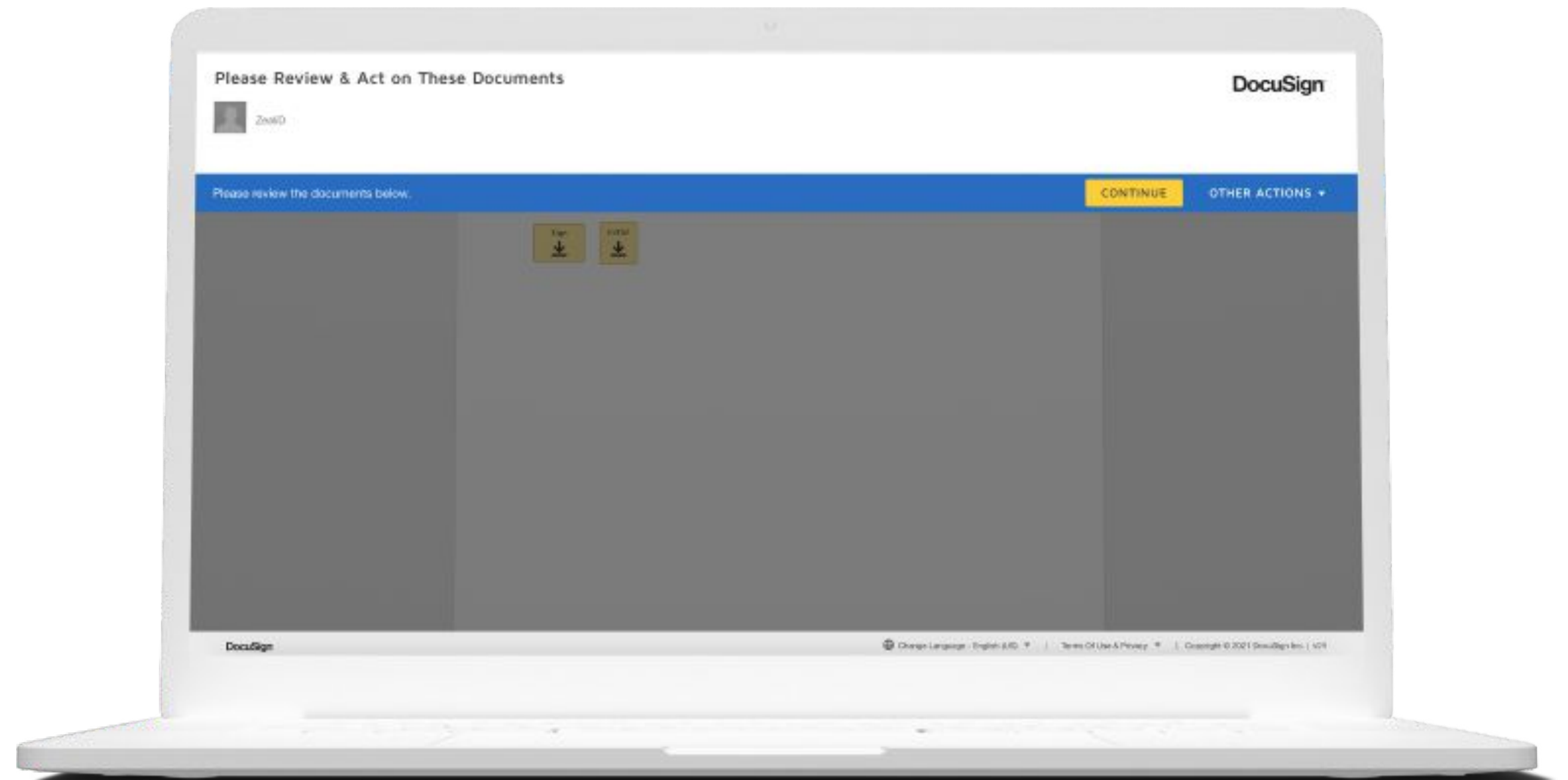
Review the email and click Review Document.



# 09



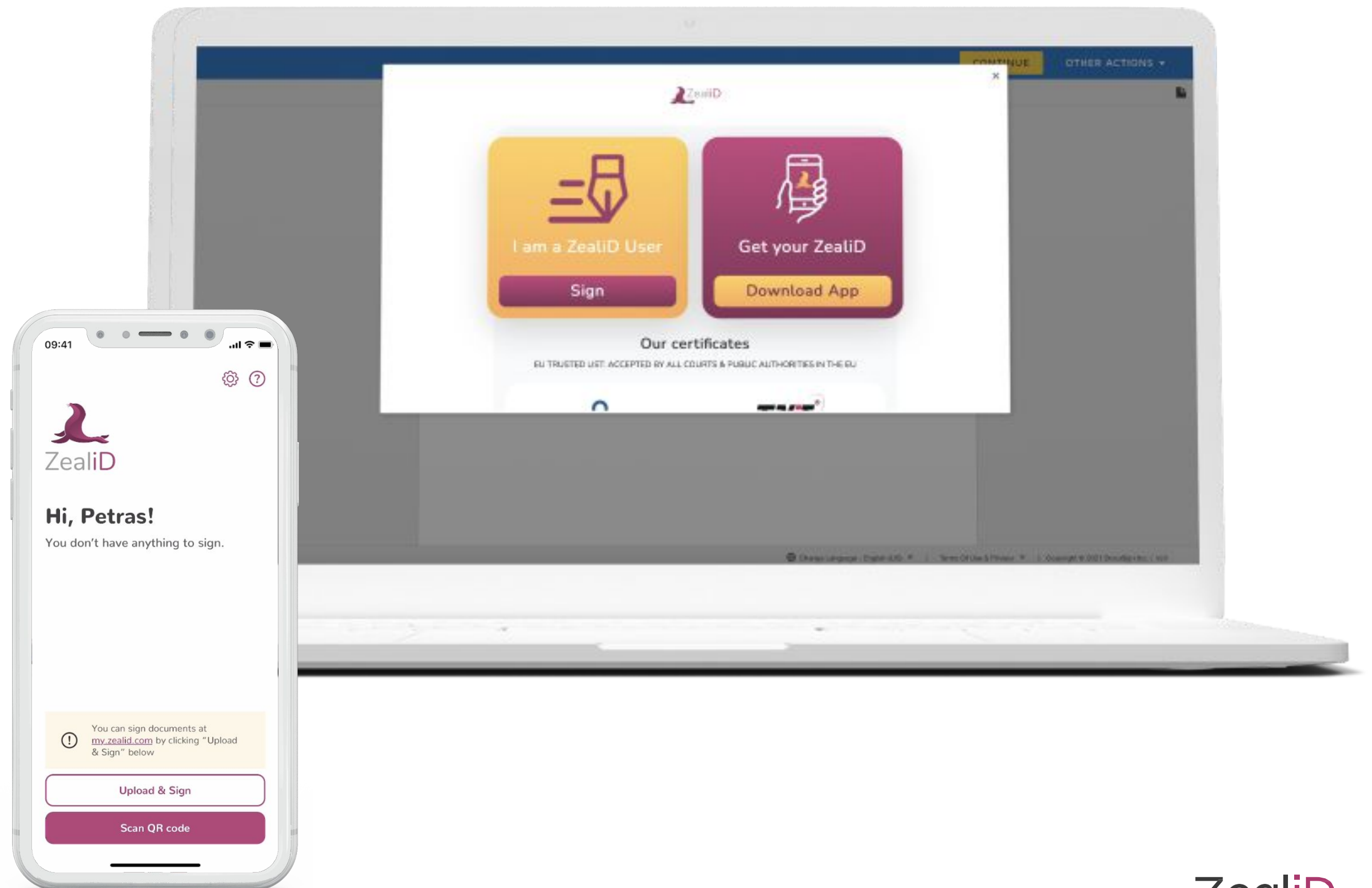
Review the document  
and click continue.



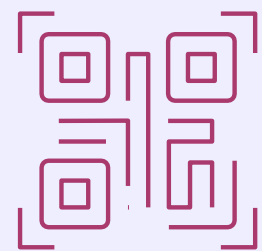
# 10



If you already are a user of ZealiD, click Sign and proceed with signing. If you are not a user of the ZealiD yet, download the app from Google Play or App Store.

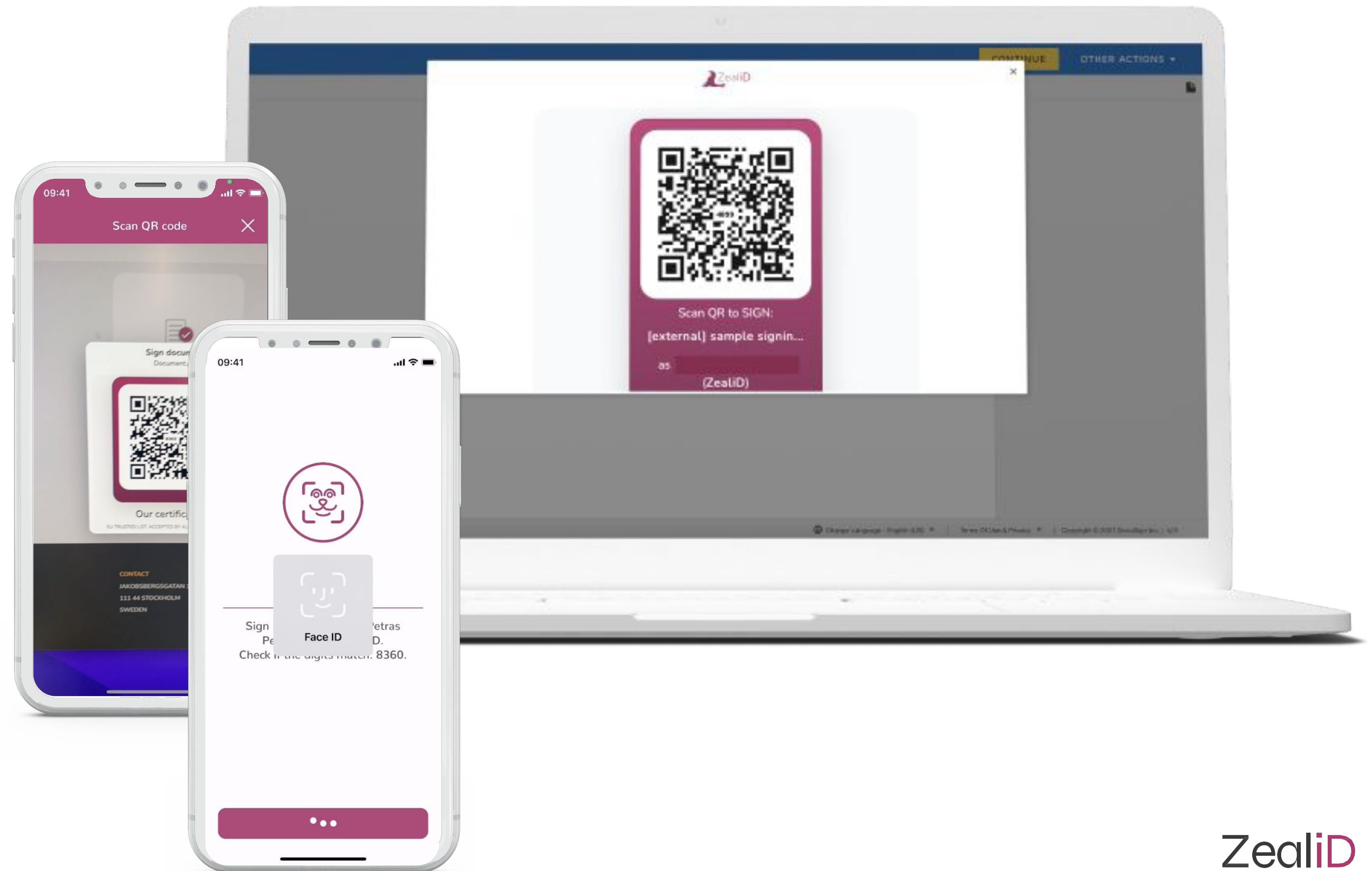


# 11



After you click Sign, you will see a QR Code. Scan a QR Code with ZealiD app and complete signing.

Now the document is signed. The sender will receive an email informing of the signing.



# ZealiD

## Download your ZealiD

